

APPLICATION FORM: COMMUNITY CELEBRATIONS GRANT

Applicant Instructions:

- Read the Application Guidelines prior to completing this application – available at www.tompkins-co.org/tourism
- Answer all 12 questions using the space provided. You may attach up to one additional page of text if you find that you need more room to answer any of the questions.
- Provide a complete budget form. An Excel version of the budget form is here: www.tompkins-co.org/toursim
- Email a .pdf file of this completed application by 4pm, September 6, 2012 to:** tknipe@tompkins-co.org OR by hand or by mail Tompkins County Planning Department, 121 East Court Street, Ithaca, New York 14850. For information, email historian@tompkins-co.org.
- Send a copy of your application to the municipality where your Celebration will take place.** A list of municipalities and addresses is provided with this form.

Celebration Name:	Municipality where Celebration will take place:	
Group requesting grant (organizer):	Amount requested: \$	Event Date:
Event Contact Name: _____ Phone _____ Address: _____ Email _____		

1. Describe your celebration in a few sentences.
2. What is the history of the event and how many years has it occurred?
3. What aspect of your community's culture or history are you celebrating?
4. How will you convey to attendees the historical or cultural component of your celebration? For example, will you create flyers, puppet shows, food demonstrations, or other methods? If you would like help defining the historical component, please contact the County Historian at: historian@tompkins-co.org .

5. How will you measure attendance, benefits, and success of the event?

6. List local partners and entities that will assist with the event, and what they will provide.

7. List the board of advisors.

8. How many people might be expected to attend, and how will you promote the celebration?

9. What measures will you take to promote diversity and inclusion through your celebration?

10. What measures will you take to promote environmental sustainability through your celebration?

10. How have you taken advantage of the technical assistance resources of the Tompkins County Festivals Program?

12. What would be the specific impact of receiving less funding than you are requesting? For example, what are the things that you would like to be able to do that you would not be able to do? What would be removed or reduced from your plans if you had to make do with less than requested?

***Attach a Grant Expense Form showing how the grant money would be spent.**

Celebration Name:

Community Celebrations Grant Application - Budget/Expense Report Form

Applicant Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses, and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850. **Email submission is strongly preferred.**

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	DIFFERENCE to be made up with other resources
	<i>Example only</i>	200 8.5x11 color posters at 25c each	\$50	\$30	\$20
<i>List all major categories of expenses Add or delete lines/rows as needed Include the value of in-kind support</i>	Local talent		\$	\$	\$
	Local talent		\$	\$	\$
	Other entertainment		\$	\$	\$
	Local food		\$	\$	\$
	Local products		\$	\$	\$
	Local services		\$	\$	\$
	Space rental		\$	\$	\$
	Sound system		\$	\$	\$
	Reusable signs		\$	\$	\$
	Reusable banner		\$	\$	\$
	Paid Advertising		\$	\$	\$
	Printed Collateral		\$	\$	\$
	Other Marketing		\$	\$	\$
	Support for Volunteers		\$	\$	\$
	Port-a-Johns		\$	\$	\$
	Other		\$	\$	\$
	Other		\$	\$	\$
	Other		\$	\$	\$
Other		\$	\$	\$	
Other		\$	\$	\$	
TOTAL EXPENSES					

Grant share must be 50% or less

Community Celebrations Grant Share of Total Expenses (%)

INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
<i>List major categories of income Add or delete lines/rows as needed Include value of in-kind donations</i>	Community Celebrations Grant		\$
	Other grant		\$
	Event revenues		\$
	Cash donations		\$
	Other		\$
	Other		\$
	SUBTOTAL (cash income)		

INCOME - IN-KIND		
Donated goods		
Donated goods		
Donated services		
Donated services		
SUBTOTAL (in-kind support)		

TOTAL REVENUES (including in-kind)

REVENUES LESS EXPENSES

Note: this form is also available as an Excel file. Contact tknipe@tompkins-co.org

Copy to the Municipality

In addition to submitting your grant applications to Tompkins County Planning Department, you must send one copy of your application to the village, town, or city office where your event will take place. Addresses are listed below. Check where you have sent the application. *Example: if your event takes place at Stewart Park, then you would send one copy to the City of Ithaca. If it takes place inside the Groton Fire Department, then you must send one copy to the Town of Groton.* If you are unclear on this requirement, please contact the Tompkins County Planning Department.

No letter of endorsement is required.

- City of Ithaca, Mayor's Office, 108 East Green Street, Ithaca, NY 14850
- Town of Caroline, Town Clerk, PO Box 136, 2670 Slaterville Rd., Slaterville Springs, NY 14881
- Town of Danby, Town Clerk, 1830 Danby Road, Ithaca, NY 14850
- Town of Dryden, Town Clerk, 93 East Main Street, Dryden, NY 13053
- Town of Enfield, Town Clerk, 168 Enfield Main Road, Ithaca, NY 14850
- Town of Groton, Town Clerk, 101 Conger Boulevard, PO Box 36, Groton, NY 13073
- Town of Ithaca, Town Clerk, 215 N. Tioga Street, Ithaca 14850
- Town of Lansing, Town Clerk, Box 186, Lansing, NY 14882
- Town of Newfield, Town Clerk, 166 Main Street, Newfield, NY 14867
- Town of Ulysses, Town Clerk, 10 Elm Street, Trumansburg, NY 14886
- Village of Cayuga Heights, Village Clerk, 836 Hanshaw Road, Ithaca, NY 14850
- Village of Dryden, Village Clerk, 16 South Street, PO Box 820, Dryden, NY 13053
- Village of Freeville, Village Clerk, PO Box 288, 5 Factory Street, Freeville, NY 13068
- Village of Groton, Village Clerk, 108 East Cortland Street, PO Box 100, Groton, NY 13073
- Village of Lansing, Village Clerk, 2405 N. Triphammer Road, Ithaca, NY 14850
- Village of Trumansburg, Village Clerk, 56 East Main Street, PO Box 718, Trumansburg, NY 14886-0718

Report Form

*****Grant recipient must complete report within 1 month after event *****

Community Celebrations Grant Report

Note to applicants: This report shall be completed by the event planner within one month after the event is held. This report helps the Strategic Tourism Planning Board (STPB) administer the program and helps us understand what is involved in successful event planning. Please complete it to the best of your knowledge. Thank you.

\$ _____

Name of Celebration Event

Name of Person Completing This Report

Date of Event

1. Approximate the attendance: _____
2. How did you measure attendance and was the method effective? Why?
3. Attach a copy of actual expenses paid using the attached Grant Expense form.
4. List the methods for inviting attendees, and indicate the most successful method.
5. Please share with us what you would like the Strategic Tourism Planning Board or other event planners to know about your event.

Please return this completed report to tknipe@tompkins-co.org OR via mail to:

Tom Knipe, Senior Planner / Tourism Coordinator
Tompkins County Planning Department
121 East Court St.; Ithaca, NY 14850

Email submission is strongly preferred!